

CERTIFICATE OF INSURANCE

Please include a copy of your certificate of insurance with your contract, naming both the New York State Turfgrass and New York Greengrass Associations as additional insureds to your general liability policy.

TERMS AND CONDITIONS

1. The official directions for exhibitors are part of this contract.
2. All contracts must be accompanied with full payment. Space allocations will not be made without proper payment.
3. Show management has the right to revise space assignments when necessary after the contract has been signed.
4. Show management has the right of interpretation and approval of all matters pertaining to the contract.
5. **Exhibitors may cancel space in writing only.** The following policies apply:
 - a. If space is cancelled prior to November 6, 2009, 50% of contracted space cost will be retained.
 - b. If space is cancelled after November 6, 2009, **NO REFUNDS** will be given.
 - c. In the event the show is cancelled, space fees or deposits already made will be returned on a pro rata basis, less all show and administrative expenses.
6. Any exhibitor who breaks down before 4:00 pm on Wednesday will **NOT** be allowed to reserve space until after September 3, 2010.
7. The show manager reserves the right to decline and prohibit any exhibit or part of an exhibit that, in their opinion, is not proper or in accord with the purpose of the show. This includes personnel, printed matter, conduct, souvenirs, noise making equipment, etc.
8. All exhibit material must be fire resistant. Equipment must have minimal fuel, the tank must be sealed, and the battery disconnected. There will be no open flames, aerosol cans, propane, gasoline, butane, or other liquid-propelled devices allowed.

LIABILITY

Every care will be taken to protect property during the conference. The Empire State Green Industry Show, Great Lakes Events, and the Rochester Riverside Convention Center shall not be responsible for any loss, theft, or damage that may occur to any person or property. Signing of the contract releases committees, individuals, decorator, and convention center from any claims for such loss, damage, or injury. Please include a copy of your certificate of insurance with your contract.



EXHIBITOR CALENDAR AND CHECK LIST
New 2010 schedule!

FRIDAY, NOVEMBER 13, 2009

- List of exhibit representatives due
- Certificate of insurance due
- Final contracts and payments

MONDAY, DECEMBER 28, 2009

- Return service packet to Great Lakes Events
- Return utility contracts to the Rochester Riverside Convention Center

MONDAY, JANUARY 11, 2010

Exhibitor Set-up..... 3:00 - 7:00 pm

TUESDAY, JANUARY 12, 2010

Exhibitor Set-up* 8:00 - 11:00 am

Exhibitor Registration.....8:00 am - 6:00 pm

Education Sessions8:00 am - 4:15 pm

Trade Show Reception (beer and soda provided) 2:30 - 6:00 pm

Trade Show Demonstration 4:30 - 5:00 pm

WEDNESDAY, JANUARY 13, 2010

Early Bird Education Sessions.....6:30 - 8:00 am

Trade Show Hours.....8:00 am - 4:00 pm

Education Sessions8:15 - 9:15 am

Trade Show Demonstration 9:45 - 10:15 am

Education Sessions 11:00 am - 12:00 pm

Lunch for Attendees at the Trade Show 11:30 am - 1:30 pm

Education Sessions 1:00 - 2:30 pm

Trade Show Demonstration 3:00 - 3:30 pm

Education Sessions 3:30 - 4:30 pm

Booth Dismantling..... 4:30 - 9:00 pm

Pesticide CSI Session 5:00 - 8:00 pm

THURSDAY, JANUARY 14, 2010

Early Bird Education Session7:00 -8:00 am

Booth Dismantling.....8:00 am - 12:00 noon

Education Sessions 8:15 am - 12:30 pm

Have a Safe Journey Home and Thanks to All!!

MONDAY, JANUARY 25, 2010

Please return exhibitor evaluation to receive attendee list.

** All booth set-up must be completed by 11:00 am to allow Great Lakes Events to roll aisle carpeting Tuesday afternoon.*